



Evergreen Indiana Cataloging Roundtable: Adding Original Records to EI

Spring 2011 Roundtable

- Instructors:

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Finding Existing Records

Adding original records is your last resort.

It is always more efficient to use an existing bibliographic record if a matching one is available.

First check Evergreen Indiana for a matching record.

If no matching record is found in EI, check import sources.



Finding Existing Records

- Make sure you check all record sources open to you carefully.
- If you use an ISBN search, try both the 10 digit and 13 digit, if you know them.
- Also do a title/author search. Sometimes the existing ISBN in a record includes spaces or dashes and won't come up.

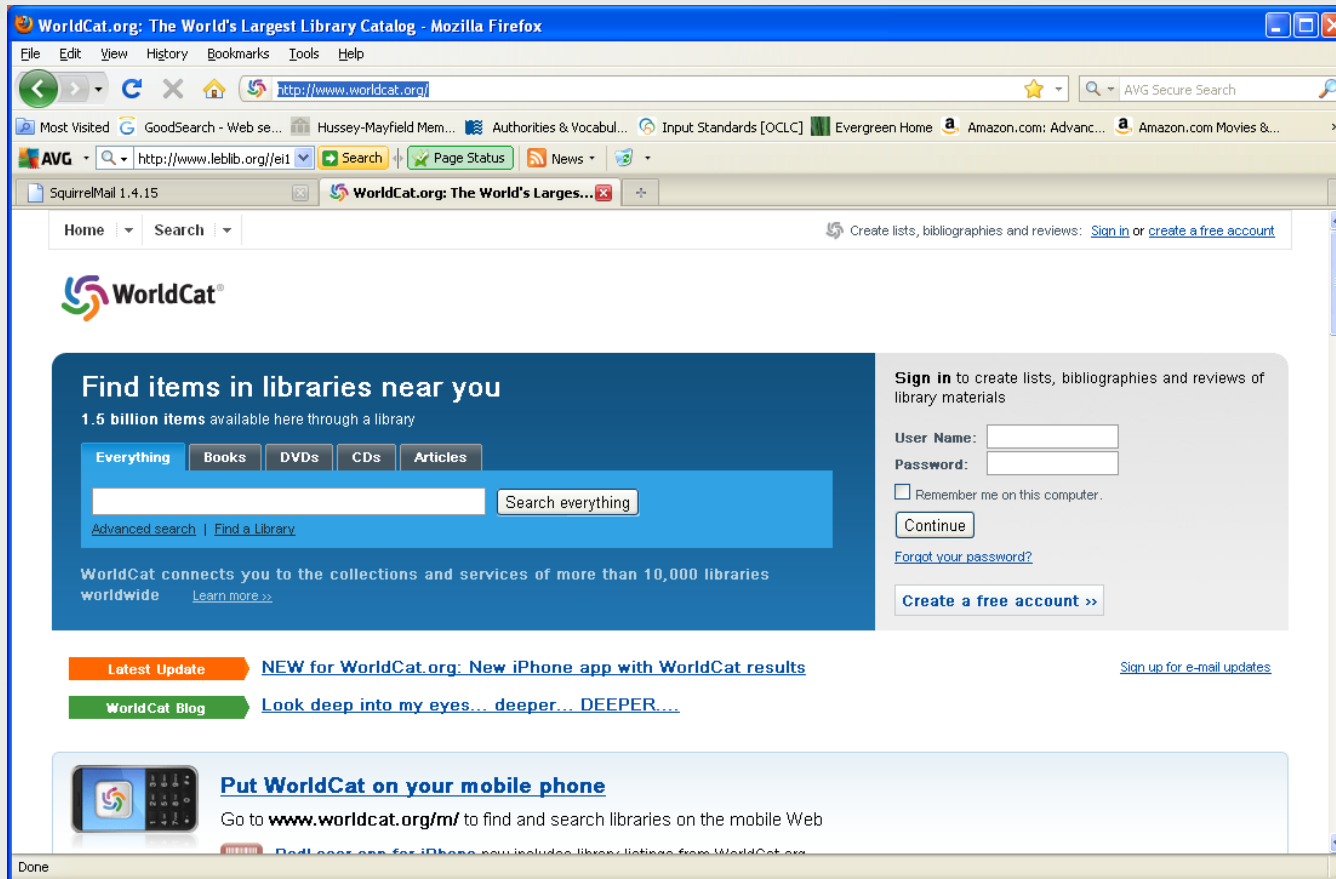
Finding Existing Records

- Sometimes an existing record may be a match, but does not include your ISBN. See *Some Special Cases* on page 2.3 of the [EI Cataloging Procedures Guide](#) for information about when you can add ISBNs to records.
- If you can't find a record in EI or through the Z39.50 sources, the batch importer can be used to bring in records from other sources. See the [Batch Import Export Powerpoint](#) for more information and a list of sources for free MARC records.
- If you find a close match, but it is not exact, and doesn't fall in the Special Cases mentioned above, **do *not* import the record and edit it to match your item.** This causes problems for other catalogers, so please be considerate of your colleagues!

Resources for Creating Records

- If you've tried all the possible sources for MARC records and have not found a record, then you will need to create a new one in EI.
- Note that just because you have to create a new record, you do not have to start from scratch.
- If you haven't found a record you can import, you may still be able to find a record you can copy.
- Check <http://www.worldcat.org/> for your item. You will be able to look at the item in other library catalogs. Some catalogs allow you to display the MARC records, which makes it very easy to recreate the record in EI.

Resources for Creating Records



The screenshot shows the WorldCat.org homepage in a Mozilla Firefox browser. The address bar displays <http://www.worldcat.org/>. The page features a navigation bar with 'Home' and 'Search' links. The main content area is divided into two columns. The left column, titled 'Find items in libraries near you', highlights '1.5 billion items available here through a library' and includes a search bar with a 'Search everything' button. Below this, it states 'WorldCat connects you to the collections and services of more than 10,000 libraries worldwide' with a 'Learn more >>' link. The right column, titled 'Sign in to create lists, bibliographies and reviews of library materials', contains a login form with fields for 'User Name' and 'Password', a 'Remember me on this computer' checkbox, and a 'Continue' button. Links for 'Forgot your password?' and 'Create a free account >>' are also present. At the bottom, there are two promotional banners: one for a 'NEW for WorldCat.org: New iPhone app with WorldCat results' and another for a 'Put WorldCat on your mobile phone' with a link to www.worldcat.org/m/.

Resources for Creating Records

Evergreen 2.0.4 has a new feature which makes copying and pasting in records easier.

Clicking the Flat-Text Editor box allows you to copy and paste multiple lines at a time. Just make sure to format correctly.

239.50

5 K_book

Options

☐ Stack subfields
 ☒ Flat-Text Editor
 ☒ Fast Item Add

Call Number

Item Barcode

```

=LDR 00620cam a2200205Ka 4500
=008 070101s\|||||eng\ d
=010  \ $a
=020  \ $a
=082  04$a
=092  \ $a
=100  \ $a
=245  \ $a$b$c
=260  \ $a$b$c
=300  \ $a$b$c
=500  \ $a
=650  \ $a$v
=650  \ $a

```



Resources for Creating Records

Even if you can't find an exact match for what you've got, find a record for a similar item to use as a guide. You may want to look at more than one record for guidance.

Examples include:

- Records for earlier editions.

- Records for other works by the same author or artist.

- Records for items in the same series.

- Records about the same subject are a good starting point for determining subject headings and call numbers.

- Records for a different format of your item can be helpful as well.

Resources for Creating Records

You may find it helpful to print out examples of good records to use as a guide.

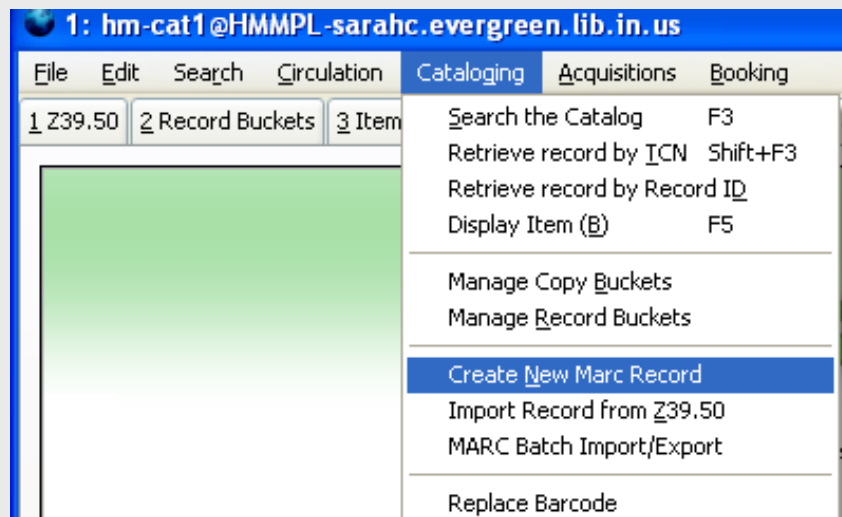
You will also find examples of records in the Procedures Guide.

Also, don't forget to refer to Bibliographic Formats and Standards for guidance on the MARC fields.

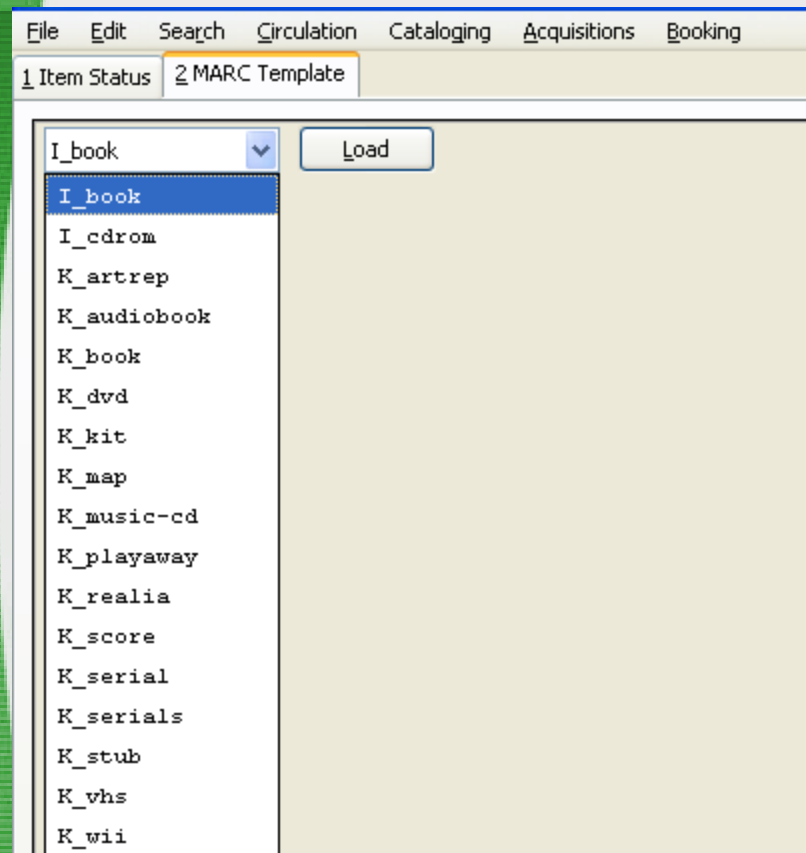
<http://www.oclc.org/bibformats/en/default.shtm>

Creating Records in EI

Once you've determined that you do need to create a record, select Create New Marc Record from the cataloging menu.



Creating Records in EI



The MARC Template tab will open. Select the template with the correct format for your item

Creating Records in EI

Note that these templates are just guides.

You will need to check each of the fixed fields to make sure they are correctly coded for your items.

You will find that you will need to add some variable fields and delete others.

Every MARC record is different, so we can't have a perfect template.

EI Record Templates

I_book, K_book, and K_stub can all be used to create book records.

K_stub is intended for On Order or temporary records.

It's your choice whether you use I_book or K_book, as long as you add a complete record for your item.

El Record Templates

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Srcce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf		Biog		MRec		Ctry	
		Cont		GPub		LitF		Indx			
Desc	a	Ills		Fest		DtSt	s	Date1		Date2	

LDR		00620cam a22002051a 4500	
008		070101s	eng d
010		#a	
020		#a	
082	0 4	#a	
092		#a	
100		#a	
245		#a #b #c	
260		#a #b #c	
300		#a #b #c	
500		#a	
504		#a	
520		#a	
650		#a	
650		#a	
700	1	#a	
856	4	#3 #u http://	

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf		Biog		MRec		Ctry	
		Cont		GPub		LitF		Indx			
Desc	a	Ills		Fest		DtSt	s	Date1		Date2	

LDR		00620cam a2200205Ka 4500	
008		070101s	eng d
010		#a	
020		#a	
082	0 4	#a	
092		#a	
100		#a	
245		#a #b #c	
260		#a #b #c	
300		#a #b #c	
500		#a	
650		#a #v	
650		#a	

The I_book and K_book templates.



El Record Templates

Fixed Fields -- Record type: COM

Type	m	ELvl	I	Src	d	Audn	d	Ctrl		Lang	eng
BLvl	m							MRec		Ctry	cau
				GPub							
Desc	a					DtSt	s	Date1	2007	Date2	
						File					

LDR			00620cmm a2200205Ia 4500
005			20090324044630.0
008			070101s2007 cau d eng d
020			#a ISBN
024 1			#a
028			#a
245 1			#a Title #h [electronic resource] : #b / #c
246 3			#a
246 3			#a
250			#a
260			#a #b #c
300			#a 1 computer optical disc : #b sd., col. ; #c 3 3/4 in. + #e
538			#a System Requirements:
500			#a
500			#a
500			#a
520			#a
521 8			#a
650	0		#a
710 2			#a

Fixed Fields -- Record type: VIS

Type	g	ELvl	K	Src	d	Audn		Ctrl		Lang	
BLvl	m	Form						MRec		Ctry	
				GPub							
Desc	a					DtSt	s	Date1		Date2	
TMat		Time		Tech							

LDR			00620cgm a2200205Ka 4500
005			20081217023251.0
007			co cga
008			060124s d
010			#a
020			#a
024 1			#a
028 4 2			#a #b
082 0 4			#a #2
245 0 0			#a #h [electronic resource] : #b / #c
260			#a #b #c
300			#a 1 computer optical disc #b sd., col. ; #c 4 3/4 in.
500			#a
520			#a
521 8			#a
538			#a System requirments: Nintendo Wii.
599			#a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)
650	0		#a
700 1			#a

The CD-ROM and Wii templates.

El Record Templates

MARC Record

Fixed Fields -- Record type: VIS

Type	k	ELvl	K	Src	d	Audn	n	Ctrl		Lang	
BLvl	m	Form						MRec		Ctry	???
				GPub							
Desc	a					DtSt	s	Date1	2009	Date2	nyu
TMat		Time	?n	Tech	n						

LDR			00000nkm a2200000Ka 4500
008			091207s2009 nyu??? ?neng d
007			kf zoh
010			#a
020			#a
245	0	0	#a Title #h [art reproduction] : #b / #c
246	?	?	#a
260			#a #b #c
300			#a 1 art reproduction : #b #c
490	1		#a #v
500			#a
520			#a
599			#a Field in which to put information about the record (ON-ORDER RECORD, TEMPORARY RECORD)
650	0		#a #v Computer games.
700	1		#a
710	2		#a
830	0		#a #v

The ArtRep template, used for cataloging prints of visual art.



El Record Templates

Fixed Fields -- Record type: REC											
Type	i	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	
Desc	a					DtSt	s	Date1		Date2	
TrAr	n	Part	n	LTxt	f	FMus	n	AccM		Comp	nn

LDR			00620cim a2200205Ka 4500								
005			20081217021957.0								
007			sd fsngnn----u								
008			060124s nnnn f n eng d								
010			+a								
020			+a ISBN								
028	0	2	+a +b								
100	1		+a								
245	1	0	+a +h [sound recording] : +b / +c								
260			+a +b +c								
300			+a								
500			+a								
511	0		+a								
599			+a Field in which to put information about the record (ON-ORDER RECORD, TEMPORARY)								
650	0		+a								
655	0		+a Audiobooks.								
700	1		+a								

The Audiobook template. This would be used for both books on CD and Cassette.



El Record Templates

MARC Record

Fixed Fields -- Record type: VIS

Type	g	ELvl	K	Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	miu
				GPub							
Desc	a					DtSt	s	Date1		Date2	
TMat	v	Time		Tech	i						

LDR		00620cgm a2200205Ka 4500
005		20081217023715.0
007		vd cvaizq
008		060124s miu n f vleng d
010		#a
020		#a
024	1	#a
028	4 2	#a #b
082	0 4	#a
245	0 0	#a #h [videorecording] : #b #c
260		#a #b #c
300		#a #b #c
500		#a
508		#a
511	1	#a
520		#a
521	8	#a MPAA rating:
538		#a
599		#a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)
650	0	#a
655	0	#a
700	1	#a

Note: The VHS template is currently unavailable. We'll get this corrected ASAP. In the meantime, you can use the DVD template if you edit the fixed fields and 007.

The DVD template



El Record Templates

Fixed Fields -- Record type: MAP												
Type	e	ELvl	K	Src	d			Ctrl		Lang		
BLvl	m	Form						MRec		Ctry		
				GPub				Idx				
Desc	a					DtSt	s	Date1		Date2		
SpFm		Relf		Proj		CrTp						
LDR			00620cem a2200205Ka 4500									
005		20081217023251.0										
007		aj canzn										
008		060124s							d			
010		#a										
020		#a										
034	0	#a										
052		#a										
245	0 0	#a #b / #c										
255		#a										
260		#a Scales differ.										
300		#a 1 atlas (p.) : #b #c										
500		#a										
520		#a										
599		#a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)										
650	0	#a										
700	1	#a										

The Map template to be used with maps and atlases.

El Record Templates

Type	j	ELvl	K	Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	
Desc	a					DtSt	s	Date1		Date2	
TrAr	n	Part	n	LTxt	f	FMus	n	AccM		Comp	nn

```

LDR      00620cjm a2200205Ka 4500
005      20081217022450.0
007      sd fsngnn---u
008      060124s          nnnn          f |n|eng d
010      #a
020      #a ISBN
028 0 2  #a  #b
100 1    #a
245 1 0  #a  #h [sound recording] :  #b /  #c
260      #a :  #b  #c
300      #a  #b  #c
500      #a
505 0    #a
511 0    #a
599      #a Field in which to put information about the record (ON-ORDER RECORD, TEMPORARY RECORD)
650 0    #a
700 1    #a
  
```

The Music CD template. This can also be used for music records and cassettes by editing the fixed fields and 007.

El Record Templates

Fixed Fields -- Record type: REC											
Type	i	ELvl	K	SrcE	d	Audn		Ctrl		Lang	eng
BLvl	m	Form	s					MRec		Ctry	
Desc	a					DtSt	s	Date1		Date2	
TrAr	n	Part	n	LTxt	f	FMus	n	AccM		Comp	nn

LDR			00620cim a2200205Ka 4500								
005			20081217022827.0								
007			cz nza								
007			sz zunznnznzneu								
008			060124s		nnnn s		f	n eng d			
010			#a								
020			#a								
028	0	2	#a	#b							
100	1		#a								
245	1	0	#a	#h	[electronic resource] :				#b /	#c	
260			#a	#b	#c						
300			#a 1 sound media player : #b digital ; #c 3 3/8 x 2 1/8 in.								
500			#a Earphones and AAA battery are required.								
500			#a Issued on Playaway, a dedicated audio media player.								
500			#a								
511	0		#a								
599			#a Field in which to put information about the record (ON-ORDER RECORD, TEMPORARY RECORD)								
650	0		#a								
655	0		#a Audiobooks.								
700	1		#a								

The Playaway template.

El Record Templates

Type	r	ELvl	K	Src	d	Audn		Ctrl		Lang	
BLvl	m	Form						MRec		Ctry	
				GPub							
Desc	a					DtSt	s	Date1		Date2	
TMat		Time		Tech	n						

LDR			00620crm a2200205Ka 4500								
005			20081217023251.0								
007			kz cr								
008			060124s n d								
010			#a								
020			#a								
245	0	0	#a #h [realia]: #b / #c								
260			#a #b #c								
300			#a #b #c								
500			#a								
520			#a								
599			#a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)								
650		0	#a								
700		1	#a								

The Realia template, is used for physical objects such as bags, baskets, rocks, equipment, etc.

EI Record Templates

Fixed Fields -- Record type: SCO											
Type	c	ELvl	K	Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	nyu
Desc	a					DtSt	s	Date1		Date2	
TrAr		Part		LTxt		FMus	a	AccM		Comp	

LDR											
005											
008											
010											
020											
028	0	2									
082	0	4									
100	1										
245	0	0									
260											
300											
500											
520											
599											
650	0										
700	1										

The Score template is used for musical scores in books or sheets.

El Record Templates

Fixed Fields -- Record type: SER

Type	a	ELvl	K	Srce	d			Ctrl		Lang	
BLvl	s	Form		Conf				MRec		Ctry	
S/L		Cont		GPub						Alph	
Desc	a					DtSt	c	Date1		Date2	
SrTp		Regl		Orig		Freq		EntW			

LDR		00620cas a2200205Ka 4500
005		20081217023251.0
008		060124c d
010		#a
022		#a
037		#b Publisher's address
245	0 0	#a #b / #c
260		#a #b #c
300		#a #b #c
310		#a Current frequency of publication.
362	0	#a Beginning vol/beginning issue of publication, not the issues you have in library.
500		#a
599		#a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)
650	0	#a #v Periodicals.
700	1	#a

The Serials template. Note that there is currently an extra template, K_Serial. It is redundant and will be deleted.



Coding Your MARC Record

- Be sure to review the 007 and 006 fields.
- Unfortunately, if you need an additional 007 or 006, those cannot be added, so just code the media you feel is the most important.
- Also, you cannot delete extra 007 or 006 fields if there are more than you need, which might be the case for the kit template. Just code the first field and leave the second one blank.
- Note that if you do not code these fields correctly, your item will not display correctly in the system.
- Again, refer to Bibliographic Formats and Standards for information on how to code the fields

<http://www.oclc.org/bibformats/en/0xx/default.shtm>.

Coding Your MARC Record

Type	o	ELvl	K	Srce	d	Audn		Ctrl		Lang	
BLvl	m	Form						MRec		Ctry	
Desc	a			GPub							
TMat		Time		Tech							
LDR		00620com a2200205Ka 4500									
005		20081217023251.0									
007		vd uwaizu									
007		sd fsngnn---u									
008		060124s d									
010		+a									
020		+a									
024	1	+a									
028	4	2	+a +b								
082	0	4	+a +2								
245	0	0	+a +h [kit] : +b / +c								
260		+a +b +c									
300		+a List of types of materials found in the kit : +b +c size of the container for the material									
500		+a									
505	0	+a Contents of kit.									
520		+a									
599		+a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)									
650	0	+a									
700	1	+a									

When you open the template, it will have a combination of blank fields, filled in information, and information about what goes in the fields.

The Kit template.

Coding Your MARC Record

It's helpful to fill in the variable fields first, and then go back and code the fixed fields at the end.

Generally, the information in the fixed fields is also entered into the variable fields.

Coding Your MARC Record

Here we're cataloging a kit with no media pieces, so we have cleared the 007 fields. We have deleted unused fields such as the 024 and the 028.

LDR		00706nom a2200000Ka 4500
008		091210s2009 nyu??? ?neng d
007		
007		
010		#a 89-2285
020		#a 0688091725
020		#a 9780688091729
245	0 0	#a Elmer #h [kit] / #c David McKee.
260		#a Porage, Ind. #b Hunkydory Designs : #b distributed by Crocodile Creek, #c c1993
300		#a 1 book (unpaged : col. ill ; 24 cm), 1 stuffed elephant, 17 stuffed pieces with velcro for felt board.
500		#a Book published by Lothrop, Lee & Shepard books, New York, c1968.
505	0	#a 1 book -- 1 stuffed Elmer elephant -- 7 gray elephant pieces with velcro -- 1 Elmer elephant piece with velcro

We have also deleted or replaced text that did not apply to the record, such as
“Contents of the kit”

Coding Your MARC Record

Make sure to correctly code the fixed fields, according to EI cataloging standards.

Remember that if the fields are not coded correctly, it affects catalog display and searching.

Here the fixed fields are coded for the kit cataloged on the previous slide.

MARC Record

Fixed Fields -- Record type: VIS

Type	o	ELvl	K	Srce	d	Audn	j	Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	inu
				GPub							
Desc	a					DtSt	s	Date1	1993	Date2	
TMat	b	Time	nnn	Tech	n						

On Order Records

The K_stub template is intended for On Order/Temporary records.

When you use it, please fill in as much identifying information as you have. This makes it easier for people to determine if the item they have matches your On Order/Temporary record.

If there is a full or CIP record available for important, you don't have to create an On Order record

On Order Records

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf		Biog		MRec		Ctry	
		Cont		GPub		LitF		Indx			
Desc	a	Ills		Fest		DtSt	s	Date1		Date2	

LDR			00620cam a2200205Ka 4500
008			070101s eng d
010			+a
020			+a
082	0	4	+a
092			+a
100			+a
245			+a +b +c
260			+a +b +c
300			+a +b +c
500			+a
599			+ Field in which to put information about the record (ON-ORDER RECORD, TEMPORARY RECORD, EQUIPMENT a RECORD)
650			+a +v
650			+a
700	1		+a

Fill in the 245, 260, 300, and 020 as fully as possible.

Edit the 599 to describe your record.

On Order Records

If you are attaching holdings to an existing On Order or Temporary record, and you have the item in hand, you should upgrade the record.

With On Order records, this can be done by overlaying the record, and/or doing any edits necessary to CIP information. See [Cataloging Tip #31](#) for info on upgrading CIP records.

If you have the item in hand, the record should no longer be an On Order record! It doesn't matter if you didn't input the original On Order record. EI records belong to everyone.



On Order Records

Type	a	ELvl	8	Src		Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	nyu
		Cont		GPub		LitF	1	Indx	0		
Desc	a	Ills		Fest	0	DtSt	s	Date1	2011	Date2	

```

LDR      01313cam 22003498a 4500
001      ocn654318535
003      OCoLC
005      20110408120641.0
008      101015s2011    nyu          000 1 eng
010      #a 2010042895
040      #a DLC #c DLC #d BTCTA #d YDXCP #d JRN
020      #a 9780312384692
020      #a 0312384696
035      #a (OCoLC)654318535
043      #a n-us-ny
050 0 0 #a PS3622.0678 #b G63 2011
082 0 0 #a 813/.6 #2 22
100 1 #a Vonnegut, Norb.
245 1 4 #a The gods of Greenwich / #c Norb Vonnegut.
250      #a 1st ed.
260      #a New York : #b Minotaur Books, #c 2011.
263      #a 1104
300      #a p. #c cm.

520      # Jimmy Cusack's rise to the top of Wall Street takes a quick turn for the worse when his hedge fund
collapses, leaving him unemployed and broke, but when he is hired by Leeser Capital, he hopes his
a luck is turning around, but he soon realizes Leeser Capital is pulling him into a dangerous web of
greed, lies, and illegal gains.

650 0 #a Investment advisors #v Fiction.
650 0 #a Fraud #v Fiction.
651 0 #a Wall Street (New York, N.Y.) #v Fiction.
655 7 #a Suspense fiction. #2 gsafd
938      #a Baker and Taylor #b BTCP #n BK0009175323
938      #a YBP Library Services #b YANK #n 3456307
994      #a Z0 #b XZH
948      #h NO HOLDINGS IN XZH - 45 OTHER HOLDINGS
  
```

CIP Record



Locally Produced Materials

In many cases you will need to create original records for locally produced materials that are not conventionally published.

Examples of this include genealogical information, Cemetery Records, journals, scrapbooks, pamphlets, etc.

You may just have to do the best you can with the information provided on the material, but it's always helpful to find records for similar items as a guide.

It can be helpful if staff request that when people provide this material, they include a title page and pertinent information such as author or creator, and date created.



Locally Produced Materials

Note that there are specific rules in AACR2 on how to indicate when information about the item is unknown.

For instance, when you provide information not found on the material, use square brackets to indicate this.

Unknown place of publication should be indicated as S.l. –Capital S, lower case L.

Unknown publisher is indicated as s.n.

Locally Produced Materials

Here is an example of a record for an item where the publisher and place of publication are not listed on the item.

020			#a 9781453792896
020			#a 1453792899
035			#a {0CoLC}708654048
082	0	4	#a 813/.54 #b 22
100	1		#a Klein, Edward, #d 1936-
245	1	4	#a The Obama identity : #b a novel (or is it?) / #c Ed
246	1		#i At head of title: #a Birth certificate
260			#a [S.l. : #b s.n.], #c c2010.
300			#a xviii, 336 p. ; #c 22 cm.
600	1	0	#a Obama, Barack #v Fiction.
600	1	0	#a Obama, Barack #x Friends and associates #v Fiction.
700	1		#a LeBoutillier, John.

Locally Produced Materials

When the date of publication is unknown, provide your best guess. If it is a guess, this is indicated with a question mark in the 260 subfield c. [1984?]

If you have no information that can be used to infer the year of publication, get as close as you can to a probable date. For instance, you don't know the year, but can deduce the decade indicate it as shown: [197-?]

You may not be able to determine the decade, but can infer the century: [20--?]

The date is then coded in the fixed fields as a single date. Any unknown digits are entered as u. 1984, 197u, 20uu.

Locally Produced Materials

- Example: Cemetery Transcriptions

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Src	d	Audn	e	Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	inu
		Cont		GPub		LitF	0	Indx	0		
Desc	a	Ills		Fest	0	DtSt	q	Date1	2000	Date2	2009

Bibliographic source
System Local - Invisible w/o holdings
Update source

LDR		00620cam a22002051a 4500
005		20100805192935.0
008		070101q20002009inu e 000 0 eng d
092		#a 977.201
245	0 0	#a Orange County, Indiana cemeteries.
260		#a [S.l. : #b s.n., #c 200?].
300		#a 1 v. (unpaged) ; #c 29 cm.
505	0	# Binder contains partial transcriptions (pulled from various internet sites) of the following: Agan Family Cemetery -- Africa Cemetery -- Boules Cemetery -- French Family Cemetery -- Allen Family Cemetery -- James Baker Cemetery -- Beech Grove Cemetery -- Big Branch Pioneer Cemetery -- Bluff Springs Cemetery -- Brooks Family Cemetery -- Burgess Family Cemetery -- Campbell Family Cemetery -- Cane Creek Cemetery -- Carroll Family Cemetery -- Cornwell Family Cemetery -- Cox Family Cemetery -- Critchfield Family Cemetery -- Ames Chapel Cemetery -- Fairview Cemetery -- Finley Cemetery -- Doctor Line Cemetery -- Alson Harvey Farm Cemetery -- Elijah Hawhee Cemetery -- Green Hill Cemetery -- Hancock Cemetery -- Harned Family Cemetery -- Harrison Family Cemetery -- Higgins Cemetery -- Hillsboro Cemetery -- Knights of Pythias Cemetery -- Lick Creek Settlement Cemetery -- Lick Creek Friends Cemetery -- Lowe Cemetery -- Marlett Cemetery -- Meacham Cemetery -- Sarah Miller Cemetery -- Millis Family Cemetery -- Moore's Ridge Cemetery -- Newberry Cemetery -- Joshua Nichols Cemetery -- Noblitt-Webb Cemetery -- Old Methodist Cemetery -- Old Union Cemetery -- Painter's Creek Cemetery -- Patoka Memorial Cemetery -- Potter's Field Cemetery -- Providence Cemetery -- Robinson-Pace Cemetery -- Rock Springs Cemetery -- Scott Cemetery -- Springer Cemetery -- Stammers Creek Baptist Church Cemetery -- Sutherland Family Cemetery -- UE Church Cemetery -- Wesley Chapel Cemetery -- Wilson Family Cemetery -- Winger Cemetery -- Worrell Cemetery -- Wolfe Family Cemetery -- Granny Wise Cemetery.
650	0	#a Cemeteries #z Orange County (Ind.)
651	0	#a Orange County (Ind.) #x Genealogy.

Locally Produced Materials

- Example: Yearbook

MARC Record

Fixed Fields -- Record type: SER

Type	a	ELvl		Srce	d			Ctrl		Lang	eng
BLvl	s	Form		Conf	0			MRec		Ctry	inu
S/L	0	Cont		GPub	u					Alph	a
Desc	a					DtSt	u	Date1	19uu	Date2	9999
SrTp		Regl	r	Orig		Freq	a	EntW			

Bibliographic source

LDR		01148cas a2200277 a 4500
001		5758583
003		EG-IN
005		20110328181613.0
008		940106ul9uu9999inuaru u0uuua0eng d
043		+a n-us-in
090		+a H 051.772 Plainfie
110	2	+a Plainfield Junior High School (Plainfield, Ind.)
245	1 0	+a Reflections.
260		+a [Plainfield, Ind. : +b The Junior High School],
300		+a v. : +b ill. ; +c 27 cm.
310		+a Annual
500		+a Plainfield Library Local/Indiana Collection has: 1968-69, 1970.
500		+a Description based on: 1968-69.
500		+a Reflections is the Plainfield Junior High School student yearbook.
610	2 0	+a Plainfield Junior High School (Plainfield, Ind.) +x Students +x Yearbooks.
650	0	+a School newspapers and periodicals +z Indiana +z Plainfield.
730	0 1	+a Plainfield Junior High School yearbook.
998		+a all0132
901		+a 5758583 +b System +c 5758583 +t biblio

Locally Produced Materials

- Example: Family Histories

MARC Record

Fixed Fields -- Record type: BKS

Bibliographic source

Type	a	ELvl		Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog	c	MRec		Ctry	inu
		Cont		GPub		LitF	0	Indx	0		
Desc	a	Ills	abc	Fest	0	DtSt	s	Date1	1993	Date2	

Update

```

LDR      01010cam a2200277 a 4500
001      1p193000936
005      19960625104700.0
008      930923s1993    inuabc      000 0ceng d
040      $a InLeb $c InLeb
092      $a HER 929.2 NEE
245 0 0  $a Needham Heritage 1651-1993 / $c Robert L. Needham and Eunice Beth Brumit.
260      $a [Lafayette, IN] : $b Robert L. Needham, $c [1993]
300      $a iv, 48 p. : $b ill. maps, ports. ; $c 29 cm.
600 1 0  $a Needham, Christopher $x Genealogy.
600 3 0  $a Needham family.
651 0    $a Maryland $x Genealogy.
651 0    $a Virginia $x Genealogy.
651 0    $a North Carolina $x Genealogy.
651 0    $a Tennessee $x Genealogy.
651 0    $a Indiana $x Genealogy.
700 1    $a Needham, Robert L.
700 1    $a Brumit, Eunice Beth.
998      $a a64251
901      $a 5552925 $b System $c 5552925
    
```

Locally Produced Materials

- Example: Scrapbook

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl		Src	d	Audn	gl	Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	inu
		Cont		GPub		LitF	0	Indx	0		
Desc		Ills	o	Fest	0	DtSt	s	Date1	2005	Date2	

Bibliographic source

Update source

LDR			00718nam a2200181 4500
001			lp120051660
005			20050721135310.0
008			050721s2005 inuo g 000 0 eng d
092			+a HER. RM 920 SCR
245	1	0	+a Scrapbook of Opal L. Catlin, music teacher
260			+a [Lebanon, IN : +b s.n.], +c 2005.
300			+a 19 p. : +b ill. ; +c 31 x 26 cm.
500	1		+a Donated by Lawrence J. Catlin.
520			+a Scrapbook compiled by music teacher Opal L. Catlin of students and musicians, and their recitals.
650	0		+a Musicians +z Lebanon +z Indiana.
998			+a a72188
901			+a 5559280 +b System +c 5559280

Evergreen Indiana

Sarah Childs, Hussey Mayfield Memorial Public Library

sarahc@zionsville.lib.in.us

Jocelyn Lewis, Lebanon Public Library

jocelyn@leblib.org

Shelley Lesandrini, Westfield Washington Public Library

slesandrini@wwpl.lib.in.us

Terri Wichman, Jackson County Public Library

terriw@myjclibrary.org

